

ELECTRONIC MEMORANDUM

TO: Human Resources Directors

FROM: Sam Wilkins

DATE: May 21, 2008

SUBJECT: SCEIS HR/Payroll Project Kickoff

The SCEIS HR/Payroll Project Team would like to remind you about the project kickoff event taking place tomorrow, May 22, at 9 a.m. at the Department of Archives and History, 8301 Parklane Road in Columbia. Details are included in the attached event invitation. If you have not already done so, please register for the meeting by clicking on the registration link below to let us know you will be joining us.

This invitation is extended to Agency Heads and Finance Directors or a designee from each agency as well. We hope that you will join us as we kick off the next phase of this important initiative. Please contact Jennifer Lauer, SCEIS Program Manager, by e-mail at Jennifer.Lauer@sceis.sc.gov or by phone at 803-734-8028 if you have any questions.